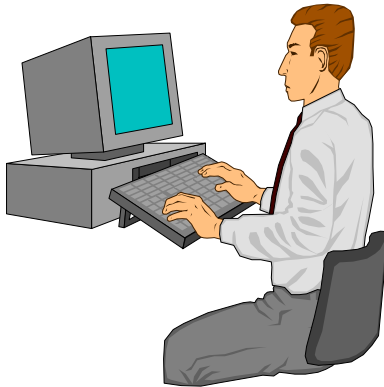# INTRODUCING the New AITAS for Non-DOD DAU Students

Available for FY02

Acquisition Training Application System

Simplified Applications

 Easy to Complete Application Format

 Auto-Check for Valid Entries

 "Click to Select" Course Desired

Information Services

- Applications Remain Available for :
  - Status Check:
    - **Instant Updates**
    - **Always Current**
  - Edit of Student Profile
  - Edit of Session Preference / Resubmit
  - Online Cancellation Request

Information Services

- Shows ALL SEATS available to Agencies
  - Including 45-day Window of all Vacancies

- Auto-Reject with onscreen explanation if:
  - Exact Duplicate of Prior Application

Information Services

- "Click to Communicate"
  - ◆ Auto-Addressing eMail Service for Help Desk, Organization POC

- Large Student Comment Block
  - ◆ On the Application Form

- "Event" Driven / System-Sent eMails to Student, Supervisors at Each Step

☑   How to Apply for a Course

☑ How to Apply for a Course

CLICK "Update Student Record"

☑ How to Apply for a Course

To begin, please sign in

Select your category using drop down menu.

☑ How to Apply for a Course

Once you have selected your category, enter SSN and DOB, Press LOGON

☑ How to Apply for a Course

While you are filling out your profile, use the drop down fields where available. If you do not know your job series, click on the link.

☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD   Main Menu

Student's Contact Info:

Organization: Department of Education

Duty Address: 400 ARMY NAVY DRIVE   **City:** ARLINGTON   **State:** VA   **ZIP:** 22152 -

Unit Country: UNITED STATES

Phone: 703 - 555 - 5555   ext.

DSN: 555 - 5555   **Fax:** 703 - 555 - 5553   **DSN Fax:** 555 - 5553

Important! Since AITAS uses email to notify students, ensure you enter your correct email address.
If it is not entered correctly, you will not be informed about your enrollment.

Email: aveym@hotmail.com

Student's Work Info:

Company Name: Department of Education   **Job Title:** ECONOMIST

Brief Description of Job Responsibilities: RESPONSIBLE FOR TRACKING THE BUDGET FOR DOE

Education Level: Bachelor of Arts   **Years of Education:** 16

Academic Concentration: ADMINISTRATION

Supervisor's Contact Info:

Name: MY BOSS   **Phone:** 703 - 555 - 3333   ext.
  (ex. First Name, Last Name)   **DSN:** 555 - 3333

Important! Please ensure you enter your supervisor's correct email address.
If the address is entered incorrectly, your application will not be processed.

Email: maveyus@yahoo.com

Press the "Create/Update Student Record" button to continue   **CREATE/UPDATE STUDENT RECORD**

Once you have completed your profile, click on the Create/Update Student Record button.

☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD Main Menu

Student's Contact Info:

Organization: Department of Education

Duty Address: 400 Army Navy Drive   **City:** Arlington   **State:** VA   **ZIP:** 22252 -

Unit Country: UNITED STATES OF AMERICA

Phone: 703 - 555 - 5555   ext.

DSN: 555 - 5553

Important! Since AITAS
If it is not entered correctly
Email: aveym@hotmail.co

Student's Work Info:

Company Name: Depar

Brief Description of Job

Education Level: Bache

Academic Concentratic

Supervisor's Contact I

Name: My Boss

(ex. First Name, La

Important! Please ensure you enter your supervisor's correct email address.
If the address is entered incorrectly, your application will not be processed.
Email: myboss@yahoo.com

Microsoft Internet Explorer   ✕

? You have changed the e-mail addresses!
Before submitting your User Profile form, it is strongly recommended to review the e-mail addresses below.

Old Student e-mail:
Old Supervisor e-mail:

New Student e-mail: aveym@hotmail.com
New Supervisor e-mail: myboss@yahoo.com

Click OK if these addresses are correct.

Otherwise, click Cancel to return back to the Student Profile form to make the appropriate changes.

[OK]   [Cancel]

System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your profile.

☑ How to Apply for a Course

If your profile had errors or omissions, you must correct the deficiencies before the system will allow you to continue. Errors will be marked with a red arrow.

☑ How to Apply for a Course

System will confirm that your record was updated successfully.

☑ How to Apply for a Course

CLICK "Prepare Applications"

☑ How to Apply for a Course

Once you have selected your category, enter SSN and DOB, Press LOGON

☑ How to Apply for a Course

Select a FY then use the drop down menu selection to find the course you want.

☑ How to Apply for a Course

After selecting the FY and Course. Press SEARCH to Find Course Listings.

☑ How to Apply for a Course

Available offerings of the selected course are listed by location.

☑ How to Apply for a Course

You can also click on the View Course Catalog button to display DAU Course Information.

A pop-up window is opened which displays pertinent course inform

☑ How to Apply for a Course

The Blue indicates quotas still available.
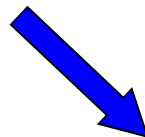
☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD | Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization (based on Zip Code of 22152).

CC - View Course Catalog

STEP Four:

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.)

FY	Course	Course Title
2002	IRM 201 (DAU)	INTERMEDIATE INFORMATION SYSTEMS ACQUISITION

	DISTRICT OF COLUMBIA (click on location to select)	School	Classes
C	FT MCNAIR , DC (706)	Information Resources Management College (IRMC)	5

	MARYLAND	School	Classes
	FT DETRICK , MD (706)	Information Resources Management College (IRMC)	2
	LINTHICUM , MD (706)	Information Resources Management College (IRMC)	1

	NEW JERSEY	School	Classes
	FT MONMOUTH , NJ (706)	Information Resources Management College (IRMC)	1

Questions? Problems? Suggestions? Please email us now.

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As we scroll down the page, we see that there is a "C" next to FT McNair, DC. This indicates that FT McNair is the closest location to your home of record.

☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD | **Main Menu**

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Click on the CLASS NUMBER to select the class you wish to attend. This selection will be added to your registration request. Class Numbers displayed in red indicate no available seats.

> The start date is the date on which the class starts. The exception is rolling admission web course classes, which have their class dates spread across the entire fiscal year. The web course start date will be provided in email instructions you receive upon approval of your training request.
> Note: You cannot apply for TST 301 less then 30 days prior to class start date.

STEP Five:

The last step in identifying the class is to select / click on the CLASS number.

FY	Location	Course	Course Title
2002	FT MCNAIR , DC (706)	IRM 201 (DAU)	INTERMEDIATE INFORMATION SYSTEMS ACQUISITION

Class	Class Type	Start	End
001	Classroom	28 Jan 2002	08 Feb 2002
002	Classroom	11 Mar 2002	22 Mar 2002
003	Classroom	10 Jun 2002	21 Jun 2002
004	Classroom	15 Jul 2002	26 Jul 2002
005	Classroom	16 Sep 2002	27 Sep 2002

Questions? Problems? Suggestions? Please email us now.

Blue on the Class column indicates quotas still available for a particular class.

Red on the Class column indicates that there are no seats remaining for a particular class

After clicking on the course location, the list of available cl displayed. Click the class number to apply for that class.

☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD

ATRRS Internet Training Application System - Non-DOD

Student Training Application

STEP Six:

This is the top of the application form, starting with the class you have selected. Scroll down to complete / review / edit your student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2002   School: 706   Course: IRM 201 (DAU)   Phase: Class: 001
Course Title: INTERMEDIATE INFORMATION SYSTEMS ACQUISITION
School Name: Information Resources Management College (IRMC)
Class Location: FT MCNAIR, DC
Start Date: 28 Jan 2002   End Date: 08 Feb 2002
Delivery Method: Classroom   Remarks: None

Application Info: Enter Remarks in Comments Block as Required

Alternate date range you are available for training:
From: Month ▼ 01 ▼ 2001 ▼ To: Month ▼ 01 ▼ 2001 ▼

Student Info:

SSN: 000000049   Last Name: AVEY   First Name: MARK   MI: S ▼
Sex: Male ▼   Date of Birth: Jan ▼ 01 ▼ 1922 ▼
Home Street: 555 DUKE STREET   City: ALEXANDRIA   State: VA ▼   ZIP: 22304 -
Security Clearance: SECRET ▼
Disabilities: No ▼   Special Requirements: Please select a Special Requirement if Disabled ▼
Pay Plan: GS - GENERAL SCHEDULE ▼   Pay Grade: 10 ▼   Civilian Job Series: 0110   i.e., 0123

The selected class is shown at the top of the application form.

Select an alternate date range for which you would also be available for this course.

Complete or update your student data.
(Use your keyboard TAB key to move from block to block.)
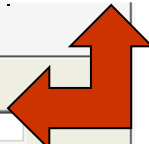
☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD   Main Menu

Student Info:

SSN: 000000049 **Last Name:** AVEY   **First Name:** MARK   **MI:** S

Sex: Male   **Date of Birth:** Jan / 01 / 1922

Home Street: 555 DUKE STREET   **City:** ALEXANDRIA   **State:** VA   **ZIP:** 22304 -

Security Clearance: SECRET

Disabilities: No   **Special Requirements:** Please select a Special Requirement if Disabled

Pay Plan: GS - GENERAL SCHEDULE   **Pay Grade:** 10   **Civilian Job Series:** 0110   i.e., 0123

Student's Contact Info:

Organization: Department of Education

Duty Address: 400 ARMY NAVY DRIVE   **City:** ARLINGTON   **State:** VA   **ZIP:** 22152 -

Unit Country: UNITED STATES

Phone: 703 - 555 - 5555   ext.

DSN: 555 - 5555   **Fax:** 703 - 555 - 5553   **DSN Fax:** 555 - 5553

Important! Since AITAS uses email to notify students, ensure you enter your correct email address.
If it is not entered correctly, you will not be informed about your enrollment.

Email: aveym@hotmail.com   **Confirm Email:**

You must fill out the Confirm Email Box.

Student's Work Info:

Company Name: Department of Education   **Job Title:** ECONOMIST

Brief Description of Job Responsibilities: RESPONSIBLE FOR TRACKING THE BUDGET FOR DOE

Education Level: Bachelor of Arts   **Years of Education:** 16

Academic Concentration: ADMINISTRATION

The profile information you provided will automatically populate the student application. You may make any changes or corrections at this time.

Make sure their email address is correct. This is vital in order for them to receive information regarding your training request.

You may add any specific comments for DAU in considering you for the course.

Press the Submit This Application button once the fields are filled in.

☑ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD   Main Menu

Company Name: Department of Education   **Job Title:** ECONOMIST

Brief Description of Job Responsibilities: RESPONSIBLE FOR TRACKING THE BUDGET FOR DOE

Education Level: Bachelor of Arts   **Years of Education:** 16

Academic Concentration: ADMINISTRATION

Supervisor's Contact Info:

Name: MY BOSS   Ph... 703   555   2222
(ex. First Name, Last

Important! Please ensure
If the address is entered inc

Email: myboss@yahoo.com

Comments:

I really need to attend this c

Microsoft Internet Explorer ⊠

❓ Before submiting your Application, it is strongly recommended to review the e-mail addresses below.

Student e-mail: aveym@hotmail.com
Supervisor e-mail: myboss@yahoo.com

Click OK if these addresses are correct.

Otherwise, click Cancel to return back to the Student Profile form to make the appropriate changes.

OK   Cancel

STEP Seven:

You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.

SUBMIT THIS APPLICATION

System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your application.

✓ How to Apply for a Course

ATRRS Internet Training Application System - Non-DOD | Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Training application confirmation.

AVEY MARK S has applied for the class listed below: **Application Date: 05 Nov 2001**

FY: 2002 **School:** 706 **Course:** IRM 201 (DAU) **Phase:** **Class:** 001

Course Title: INTERMEDIATE INFORMATION SYSTEMS ACQUISITION

School Name: Information Resources Management College (IRMC)

Class Location: FT MCNAIR, DC

Start Date: 28 Jan 2002 **End Date:** 08 Feb 2002

Delivery Method: Classr **Microsoft Internet Explorer** ✕

⚠ A notification has been emailed to the student and to the student's supervisor.

OK

After clicking on submit, the system will display a message alerting the user that Email notification has been sent to the student and to the student's supervisor.

☑ Student Notification

```
APPLICATION SUMMARY:
NAME: AVEY MARK S
COURSE: IRM 201 (DAU)
FY: 2002      SCHOOL: 706      PHASE:        CLS: 001
START: 28 Jan 2002      END: 08 Feb 2002
LOCATION: FT MCNAIR, DC
DELIVERY METHOD: Classroom

This is to advise you that your application has been forwarded
for approval.
You will be notified by email as soon as your application has been
processed.

Please do not reply to this system-generated email message.
```

Student receives this Email Notification upon an application submittal.

☑ How to Review
Applications

☑ Review/Cancellation Process

The student can review their application(s) by clicking on the Review/Cancellation Link located on the Student Main Menu.

☑ Review/Cancellation Process

**Once you have selected your category,
enter SSN and DOB, Press LOGON**

☑ Review/Cancellation Process

This screen displays all the Pending and Previous applications for the student.
Pending applications are applications still in the application path for which a final decision has not been made.

Previous applications are applications where the application has been made into a Reservation or Wait
or
was Disapproved by DAU.

ATRRS Internet Training Application System - Non-DOD | Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the X (delete) button. You may request cancellation of a reservation / enrollment by clicking on the C (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the R (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application   C - Request Enrollment Cancellation   R - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	503	CON 202 (DAU)	714	03 Jun 2002	21 Jun 2002	Application Pending	11 Oct 2001
X	2002	503E	CON 204 (DAU)	711	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
X	2002	706	IRM 201 (DAU)	001	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
X	2002	501	BCF 103 (DAU)	702	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

Previous Applications

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
C	2002	501	ACQ 201B	012	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

Questions? Problems? Suggestions? Please email us now.

THIS WEB SITE IS FOR OFFICIAL USE ONLY

| Change Profile | Prepare Application | Review/Cancellation | Logoff |

Right now, our Student only has 4 pending applications and 1 previous application.

✓ Review/Cancellation Process

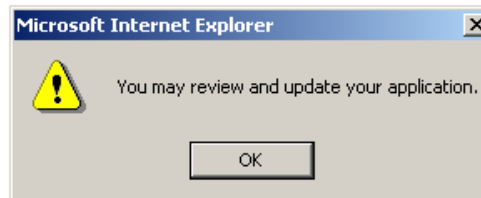**ATRRS Internet Training Application System - Non-DOD** | Main Menu

Microsoft Internet Explorer

⚠ You may review and update your application.

OK

Clicking on the Application's Class Number allows the student to Review and Update the application.

☑ Review/Cancellation Process

After clicking on the application class number, the Student can edit any of the application info.
Clicking on the Update Application button brings the Student back to the Review Applications p
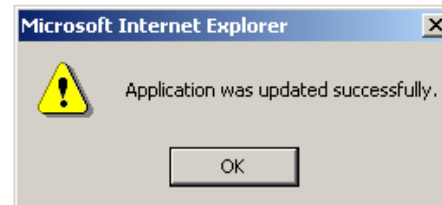
☑ Review/Cancellation Process

ATRRS Internet Training Application System - Non-DOD   Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the [X] (delete) button. You may request cancellation of a reservation / enrollment by clicking on the [C] (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the [R] (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

[X] - Delete Application   [C] - Request Enrollment Cancellation   [R] - Resubmit Application

Microsoft Internet Explorer [×]

⚠ Application was updated successfully.

OK

After making changes to the application, student clicks on Submit Application button, message will alert student that application was updated.

☑ Review/Cancellation Process

ATRRS Internet Training Application System - Non-DOD   Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the [X] (delete) button. You may request cancellation of a reservation / enrollment by clicking on the [C] (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the [R] (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

[X] - Delete Application   [C] - Request Enrollment Cancellation   [R] - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
[X]	2002	503	CON 202 (DAU)	714	03 Jun 2002	21 Jun 2002	Application Pending	11 Oct 2001
[X]	2002	503E	CON 204 (DAU)	711	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
[X]	2002	706	IRM 201 (DAU)	001	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
[X]	2002	501	BCF 103 (DAU)	702	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

Previous Applications

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
[C]	2002	501	ACQ 201B	012	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

Any Pending Applications can be deleted by the student clicking the small 'X' at the start of the application row.

Applications that have become Reservations or Waits must go through the Cancellation Process. This process will be covered later in the module.

☑ Review/Cancellation Process

System provides a reminder in case the student accidentally clicks on Delete/'X' button. Clicking OK deletes the application from the system.

☑ Review/Cancellation Process

ATRRS Internet Training Application System - Non-DOD   Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the [X] (delete) button. You may request cancellation of a reservation / enrollment by clicking on the [C] (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the [R] (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

[X] - Delete Application   [C] - Request Enrollment Cancellation   [R] - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
[X]	2002	503E	CON 204 (DAU)	711	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
[X]	2002	706	IRM 201 (DAU)	001	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
[X]	2002	501	BCF 103 (DAU)	702	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

Previous Applications

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
[C]	2002	501	ACQ 201B	012	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

You can see by this slide that the application we deleted is now gone.

☑ Review/Cancellation Process

Emails concerning the student's decision are sent to the Student and to the Supervisor.

☑ How to Request Cancellation

☑ Review/Cancellation Process

We will now go through the Request Cancellation process for the student. Click on the Review/Cancellation link.

☑ Review/Cancellation Process

Once you have selected your category, enter SSN and DOB, Press LOGON

Note that the student may only request cancellation for a course/class where there is a "Wait" or "Reservation" status.

Clicking on the Red "C" opens up the the Cancellation Revie

☑ Review/Cancellation Process

ATRRS Internet Training Application System - Non-DOD Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Complete the form and click the 'Submit Cancellation Request' button to send a cancellation request for this course reservation.

Please select a reason for cancellation from the drop down menu. If you select "other", you must provide additional comments.

Hybrid Course Reminder
You have a reservation for the resident portion of a hybrid course (ACQ 201B, 012). You must start the resident portion of this hybrid course by (26 Nov 2001) within 45 days of completion of the Web (A) portion. Failure to begin resident portion of hybrid course within 45 days of completion of the web portion will result in you having to take the web portion of the hybrid course over again. Do you want to to cancel the resident portion of this hybrid course?

Enter your reasons for cancelling this application for ACQ 201B

Reason for cancellation: Select a Reason from the List below ▼

Cancel Comments:

- Select a Reason from the List below
- Deployment
- Illness/Medical Reasons
- Conflict in Schedule / TDY
- Family Emergency
- Change in Requirements
- DAU Schedule Change
- Other

Substitutions and Other Comments:

If you have a substitution, please provide Name, SSN and organization.

Submit Cancellation Request

Change Profile	Prepare Application	Review/Cancellation	Logoff

When you have finished, click on the "Submit Cancellation Request" button..

☑ Review/Cancellation Process

System will prompt you to be sure of your action. Press "OK" to continue, or "Cancel".

☑ Review/Cancellation Process

ATRRS Internet Training Application System - Non-DOD   Main Menu

05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Application for Training Cancellation.

AVEY, MARK S has requested the following application be cancelled: Request Date: 05 Nov 2001

FY: 2002   **School:** 501   **Course:** ACQ 201B   **Phase:**   **Class:** 012

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: DAU/Def Sys Mgmt College Ft Belvoir Campus

Class Location: FT BELVOIR, VA

Start Date: 26 Nov 2001   **End Date:** 30 Nov 2001

Delivery Method: Classroom   **Remarks:** None

Cancellation Reason: [Illness/Medical Reasons]

Questions? Problems? Suggestions? Please email us now.

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System will verify your action. Notification Emails will be sent to the student and the supervisor.

☑ Review/Cancellation Process

Student email regarding cancellation request.

☑ Review/Cancellation Process


```
Delete  | Inbox                                    - Choose Folder -  Move
  From: cancellation@dau.mil | Block Address | Add to Address Book
    To: maveyus@yahoo.com
Subject: DAU Cancellation Request for ACQ 201
   Date: Mon, 5 Nov 2001 14:37:53 -0500


APPLICATION SUMMARY:
NAME: AVEY, MARK S
COURSE: ACQ 201B
FY: 2002      SCHOOL: 501      PHASE:      CLS: 012
START: 26 Nov 2001      END: 30 Nov 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Classroom


This is to advise you that the above employee has requested
the above class enrollment be cancelled.
Since you are the student's supervisor of record,
you have received this notification.
When a decision has been made, you will be notified by email.

If the student has offered a substitute, please be advised that
the substitute MUST submit an application for this course in order
to determine eligibility for training prior to substitution.
Cancellation Reason:
[Illness/Medical Reasons]
Please do not respond to this system-generated email
```

Supervisor email regarding cancellation request.

☑ Review/Cancellation Process

ATRRS Internet Training Application System - Non-DOD | Main Menu

X - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	503E	CON 204 (DAU)	711	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
X	2002	706	IRM 201 (DAU)	001	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
X	2002	501	BCF 103 (DAU)	702	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

Previous Applications

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
	2002	501	ACQ 201B	012	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001
R	2002	501	ACQ 201B	028	Class Cancelled	Click to Review	05 Nov 2001	09 Feb 2002	11 Feb 2002

You can see now that the Application Status column shows that the course has been cancelled by DAU.

SAMPLE SCREENS

☑ Other Student Functions

☑ **Student Functions – DAU Course Looku**

We will now go through the DAU Course Lookup link for the student.

Use the drop down menu to select the course you wish to view.

☑ **Student Functions – DAU Course Lookup**

We have selected BCF 102. The window will display the course information.

☑ **Student Functions – DAU Schedule Look**

We will now go through the DAU Schedule Lookup link for the student.

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Microsoft Internet Explorer   ✕

⚠ Please be patient! The DAU Schedule Lookup may take a few minutes to load.

OK

This page may take a few moments to load. Just press the "OK" button.

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Course Schedule

- Click on the Course Prefix to view courses associated with that Course Prefix.
- Click on the column heading to sort the data.

Information on how to register for a course.

Note: ACQ 403: Defense Acquisition Executive Overview Workshop - This course is only offered "on demand." For more information, e-mail dau.registrar@dau.mil .

ACQ **AUD** **BCF** **CAR** **CON** **GRT** **IND** **IRM** **LAW** **LOG** **PMT** **PQM** **PUR** **SAM** **SYS** **TST**

ACQ 101 : Fundamentals of Systems Acquisition Management Course (FSAMC)					
Section	Start Date	End Date	School	Location	Mode
330	10/1/01	9/30/02	Defense Acquisition University	DAU Virtual Campus	Web Enabled
331	10/1/01	9/30/02	Defense Acquisition University	DAU Virtual Campus	Web Enabled
332	10/1/01	9/30/02	Defense Acquisition University	DAU Virtual Campus	Web Enabled
333	10/1/01	9/30/02	Defense Acquisition University	DAU Virtual Campus	Web Enabled
334	10/1/01	9/30/02	Defense Acquisition University	DAU Virtual Campus	Web Enabled
335	10/1/01	9/30/02	Defense Acquisition University	DAU Virtual Campus	Web Enabled
			Defense Acquisition University		

You have choice of selecting which course to view the schedule. Click on the course link.

☑ **Student Functions – DAU Course Catalog**

We will now go through the DAU Course Catalog link for the student.

Microsoft Internet Explorer

⚠ Please be patient! The DAU Course Catalog may take a few minutes to load.

OK

This page may take a few moments to load. Just press the "OK" button.

☑ **Student Functions – DAU Course Catalog**

Simply click on the Chapter link you want or one of the Appendices.

☑ **Student Functions – Help**

We will now go through the HELP links for the student. Click on "For More Information".

☑ **Student Functions – Help**

Student's POC is available for email or telephone information.

☑ **Student Functions – Help**

We will now go through the HELP links for the student. Click on "Links".

☑ Student Functions – Help

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Useful Links

Useful Links

ATRRS –
ATRRS Home Page — https://www.atrrs.army.mil
ATRRS Course Schedule — https://www.atrrs.army.mil/atrrscc
ATRRS Data-On-Demand — https://www.atrrs.army.mil/channels/dataondemand

DAU –
DAU Course Schedule — http://www.dau.mil/course/schedule.asp
DAU Course Catalog — http://www.dau.mil/catalog/catalog.htm
DAU Virtual Campus — http://dau.fedworld.gov

DAU Schools –
Wright-Patterson Campus — http://www.afit.edu
Fort Lee Campus — http://www.almc.army.mil/dau
Fort Belvoir Campus — http://www.dsmc.dau.mil
Norfolk Campus & West Coast Schools — http://norfolkcampus.dau.mil
Information Resource Management College (IRMC) — http://www.ndu.edu/irmc
CON 301 Course — http://www.con301.com

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Here are some helpful links for the student.

☑ **Student Functions – Help**

We will now go through the HELP links for the student. Click on "Advance Course Material/Assignments".

☑ **Student Functions – Help**

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Advance Material/Assignments

Courses with Advance Material/Assignments	
BCF 103	http:www.dsmc.dsm.mil/courses/crsdesc/BCF-103/103_read_aheads.htm
BCF 203	http://www.dsmc.dsm.mil/evm/Questions.pdf
BCF 205	http://www.dsmc.dsm.mil/courses/crsdesc/bcf205.htm#read
CON 104	http://www.cne.gmu.edu/modules/dau (Math Tutorial)
	http://www.gsa.gov/fai (Contract Pricing Reference Guides)
CON 202	http://norfolkcampus.dau.mil/daunorf/2ipt.doc
CON 204	http://www.cne.gmu.edu/modules/dau (Math Tutorial)
CON 234	http://dau-ph.navfac.navy.mil/coursedetail.asp?OnCourse=6
CON 301	http://www.con301.com/assignments.htm
CON 333	http://norfolkcampus.dau.mil/daunorf/3genstu.doc
LOG 304	http://norfolkcampus.dau.mil/log304/readme.txt
	http://norfolkcampus.dau.mil/log304/adv_read.pdf
PMT 402A	http://www.dsmc.dsm.mil/epmc/2dayprep.htm
PQM 301	http://www.dsmc.dsm.mil/courses/crsdesc/pqm301.htm#read
TST 301	http://dau-ph.navfac.navy.mil/coursedetail.asp?OnCourse=10

These are all the courses with advance material/assignments for DAU.

☑ **Student Functions – Help**

For Privacy and Security Statement, click on this link.

☑ **Student Functions – Help**

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ATRRS
Army Training Requirements And Resources System

Privacy and Security Notice

1. This site is provided as a public service by the Deputy Chief of Staff for Personnel (ODCSPER), U.S. Army.

2. For site management, information is collected for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

3. For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

4. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with National Archives and Records Administration Guidelines.

5. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987 and the National Infrastructure Protection Act.

6. If you have any questions or comments about the information presented here, please forward them to the ATRRS Help Desk at atrrshelp@hqda.army.mil.

This concludes the Student Tutorial.

Thank you for taking the time to review.